



VACANCY ADVERTISEMENT

Position: Entry-level Project Coordinator

Organization: HIV Survivors and Partners Network

Location: Johannesburg, South Africa (with travel across project sites)

Contract Duration: 6 Months (including a 2-month probation period)

Level of Effort (LOE): 100% (Hybrid)

Remuneration: R 21 000.00 a month- Based on experience

About the Project

HSPN, together with consortium partners, is implementing a multi-provincial paediatric HIV program focused on:

- Paediatric HIV case identification
- Linkage to HIV treatment and retention in care
- HIV treatment literacy
- Community-clinic referral strengthening
- Early adolescent support groups
- Community-led monitoring
- Stakeholder engagement and systems strengthening

Position Summary

HSPN is seeking an organised, motivated, and passionate entry-level Project Coordinator to support coordination and implementation of a paediatric HIV programme. The successful candidate will support day-to-day project coordination, activity implementation, stakeholder communication, reporting processes, logistics, partner coordination, and programme administration. This position is ideal for a young professional with a few years of experience in public health, HIV programming, community systems strengthening, and coordination of donor-funded projects.

Key Performance Areas (KPA's)

1. Project Coordination and Implementation

- Support the implementation of project activities across supported provinces and districts
- Coordinate project schedules, activity plans, and implementation timelines
- Track implementation progress against workplans and deliverables

- Support coordination of:
 - Community outreach activities
 - Household screening activities
 - Referral follow-up systems
 - Community dialogues
 - Support group sessions
 - Stakeholder engagements
- Assist with day-to-day operational coordination of program activities

2. Partner and Stakeholder Coordination

- Support communication and coordination with consortium partners and stakeholders
- Assist with the coordination of meetings with:
 - Department of Health- district and provincial offices
 - Clinics' staff – clinicians and data personnel
 - Community stakeholders and Civil society partners
 - Schools, ECD centers, and the Department of Social Development
- Prepare meeting agendas, attendance registers, and minutes
- Track action items and follow-up activities

3. Monitoring and Reporting Support

- Support the collection and consolidation of program reports
- Assist with tracking program indicators and activity outputs and outcomes
- Work closely with the M&E team to ensure the timely submission of data and reports
- Support the preparation of monthly, quarterly, and donor reports
- Assist with documenting success stories, lessons learned, and implementation challenges

5. Community and Program Support

- Support the mobilization and coordination of community activities
- Assist with the coordination of caregiver engagement sessions and support groups
- Support follow-up and communication with outreach teams and community mobilizers

6. Facility Feedback and Quality Improvement

- Establish and maintain a Facility-HSPN Feedback and Learning Platform.
- Collect, document, and address feedback from healthcare facilities, caregivers, and beneficiaries.
- Track service delivery challenges and coordinate corrective actions.
- Facilitate continuous quality improvement initiatives.
- Ensure project activities align with organizational and donor requirements
- Support the implementation of safeguarding and confidentiality protocols
- Assist with audit preparation and documentation where required
- Ensure proper filing and record management for project activities

7. Learning and Capacity Support

- Participate in program learning sessions and technical meetings
- Support knowledge-sharing and coordination across project teams
- Contribute to strengthening implementation systems and coordination processes
- Coordinate verification meetings with supported facilities
- Establish and sustain referral pathways

Minimum Requirements

- Diploma or Degree in:
 - Project Management
 - Social Sciences
 - Community Development
 - Health Promotion
 - Development Studies
 - Or a related field

Experience and Competencies

- 2 years of experience in project coordination, administration, community programs, or public health support
- Experience in HIV, TB, public health, or NPO programs will be advantageous
- Strong organizational and coordination skills
- Good verbal and written communication skills
- Ability to multitask and manage deadlines
- Good report writing and administrative skills
- Computer literacy, including Microsoft Word, Excel, and PowerPoint
- Ability to work independently and within multidisciplinary teams

Added Advantages

- Experience working with community-based organizations
- Understanding of paediatric HIV and community health systems
- Experience coordinating workshops, dialogues, or outreach activities
- Familiarity with donor-funded projects and reporting requirements

Application Requirements

Interested candidates should submit:

- CV (not more than 3 pages)
- Certified qualifications (not more than 3 months)
- Certified copy of ID (not more than 3 months)
- Motivational letter

Applications should be sent to: operations@hivspn.org

Closing Date: 05 June. Only shortlisted candidates will be contacted.

HSPN reserves the right not to appoint.

Preference may be given to candidates who can provide a valid police clearance or demonstrate suitability to work with children and vulnerable populations.